

WILDLIFE CONSERVATION BOARD

1807 13th Street, Suite 103
Sacramento, California 95814-7117

**Riparian Habitat Restoration Funding Application
Guidelines and Evaluation Procedures**

PROJECT INFORMATION SUMMARY

APPLICANT INFORMATION

Name of Organization Requesting Funding: _____

Mailing Address: _____

Federal Employee Identification Number(nonprofit organizations
only) _____

Person Representing Organization: _____

Title: _____

Telephone: _____

PROJECT INFORMATION

Project Title: _____

County: _____

Funding Request \$ _____

Total Project Cost (include in-kind contributions): \$ _____

Project Location: Distance and direction from nearest city: _____

Landowner information: _____

Proposed starting date: _____

Estimated completion date: _____

Legislative District: Senate _____ Assembly _____

Assessor Parcel Number(s): _____

Total acreage to be restored: _____

PROJECT DESCRIPTION

Thoroughly describe the entire project (not just what you want WCB to pay for) and clearly indicate which portions are proposed for WCB funding. Certain items of this description can be summarized on the cover page as shown above.

Please refer to the Riparian Proposal Scoring System (follows these guidelines) for a more detailed look at WCB's criteria for riparian restoration projects. The project description should include the following information, at a minimum:

Project site location and directions for access (a good regional map will help with this).

Existing landowner(s): provide name, address and telephone number/email.

Existing habitat conditions and project objectives: Describe the existing habitat and its condition (size in acres; degraded, fragmented, absent, other). Identify the problem(s) and how the problem(s) will be solved (i.e., what are the objectives of the project?). How will the project be monitored to see if the objectives are met? Will the monitoring information be provided to WCB at the end of the implementation period? Are there plans for longer-term monitoring to evaluate effectiveness of the restoration project.

Existing protection for habitat: Is the land protected by ownership (fee title) or conservation easement? If the landowner is interested in protection, please describe.

The expected after-project condition, including acreage to be restored, distribution of habitat (width of corridor on each side of the stream) understory/overstory vegetation, surface water features, etc.). Provide site maps, engineering designs (if available), schematic drawings, color photographs of the site and examples of reference habitat sites.

Current land use/zoning/local importance: Is the project site currently being farmed? Is the site zoned for agriculture or is it identified by the county as important farm land? Is the property currently encumbered with a Williamson Act contract? What are the adjacent land uses?

Special status species of wildlife: Will the project benefit threatened or endangered species? If yes, please list them.

Frequent flooding/floodplain conditions: How often does the site flood?

Project readiness/schedule: Has the applicant obtained the necessary permits and completed/approved all required environmental documents? Describe where this process stands. For the CEQA process, please indicate which public

agency will be the Lead Agency, and describe the status of the required CEQA documentation—**it is not necessary for the CEQA process to be completed before filing this application**. Please contact WCB for assistance if needed. Does the project have support from the adjacent landowners, local government, and DFG? When do you want to begin work, and what is the anticipated schedule for completion of the restoration work?

Long-term management: The plan should address how the restored area will be managed, maintained, and monitored after construction is completed, and who will be responsible for these activities). WCB normally requires this plan to address management that will take place after the improvements are completed (usually two to three years from date of WCB approval) up to 25 years from the date of WCB approval.

Funding: Provide a complete line item budget for the proposed project. The budget should include all funding partners (including all other sources whose funds have been requested), and indicate how each project work activity will be funded. Also indicate which activities will be supported by in-kind contributions. If in-kind contributions are to be used, please explain the type of service that will be provided and the estimated dollar value of that service for each activity.

CCC involvement: Will the project be implemented, at least in part, by the California Conservation Corps?

Other factors:

Describe the landowner interest and support for this project.

Will the public be allowed to access the site for fishing, hunting or wildlife viewing?

What is the risk if the project is not implemented now?

Is the project part of a watershed or regional planning effort.

Resolution from applicant: Please provide a resolution of support from the applicant's governing body. This can be done using the sample forms that are provided following these guidelines. The resolution should state clearly the name of the individual who is authorized by the governing body to sign the grant agreement or other contractual forms which may be used by WCB for the project.

APPLICATION CHECKLIST

Full project description

Budget

Schedule

Project location map

Detailed project drawing (a sketch showing relevant features of the proposed restoration project from a plan view)

Photos of proposed project site (color prints that clearly show project features)

Copy of approved CEQA document, or a narrative description of the status of the CEQA process that is underway (identify the Lead Agency and contact person)

If the restoration project is to be located on private lands, a legal description of the property is required, including the assessor's parcel number(s).

Adjacent landowner names and addresses

Management plan

Resolution from applicant's governing board

HOW TO SUBMIT APPLICATION

Mail two copies of completed application to:

Executive Director
Wildlife Conservation Board
1807 13th Street
Sacramento, California 95814-7117

PROPOSAL EVALUATION PROCESS

1. Determination of eligibility

Applications will be reviewed to determine if applicants are eligible to apply for funding. Eligible applicants include state, federal and local government agencies and nonprofit conservation organizations (must be certified by IRS under IRS code section 501(c)(3)).

2. Project Selection Process

The WCB meets four times a year, usually in February, May, August and November. If a project is approved for funding by WCB, the funding is available immediately for reimbursement to the grantee for work that occurs at or after the date of approval. Funding applications should be submitted at least six months prior to the WCB meeting that is appropriate for the proposed project.

All applications will be reviewed for eligibility and completeness. If an application is ineligible or incomplete, the application will be rejected, and the applicant will be notified as soon as possible. If an application is incomplete, the applicant may revise the application and resubmit the application. Only complete, eligible applications will be evaluated and ranked for funding consideration. Those applications will be evaluated with the assistance of the Department of Fish and Game. Applications will be scored using the Riparian Proposal Scoring System. Scored projects will be ranked according to WCB/DFG priority. The highest priority projects will be selected for consideration by WCB, pending available funding, and will be scheduled for the earliest available WCB meeting.

Applications which do not receive a priority recommendation will be held on file for possible action in the future, and the applicants will be notified that their proposal is not going to be considered for funding at that time. Unsuccessful applicants will be informed of the reasons for which the application was not given a priority recommendation, and the applicant may choose to revise the application accordingly and reapply.

If an application is selected for consideration by WCB, a grant agreement or other suitable agreement will be prepared for signatures by the applicant and landowner(s), or other suitable parties. This agreement must be signed and returned prior to the agenda deadline that is identified in the transmittal letter.

3. Coordination with Department of Fish and Game

The Wildlife Conservation Board will not consider funding a proposed project until it has received a recommendation from the Director of the Department of Fish and Game (DFG). It is recommended that the project applicant provide a copy of the application to their local regional DFG office at the same time the application is filed with WCB. Please contact WCB staff for assistance. WCB staff will review the application, and will discuss the application with DFG staff to determine if a site visit is appropriate.

CALIFORNIA RIPARIAN HABITAT CONSERVATION PROGRAM

RIPARIAN PROPOSAL SCORING SYSTEM

1. Expected riparian habitat value after restoration [Max.25 pts.]Total _____

A. Riparian zone width (distance from streambank to outer edge; both sides of stream)

_____ Greater than 100 ft [10 pts.]

_____ 50 ft to 100 ft [5 pts.]

_____ less than 50 ft [1 pt.]

B. Restored vegetation composition

_____ More than 5 species (at least 2 overstory and 3 understory, including native grasses) [5 pts.]

_____ Up to 3 species (2 overstory and 1 understory) [3 pts.]

_____ Weed removal, no revegetation [3 pts.]

_____ Less than 3 species [0 pts.]

C. Land use along landward edge of restored area

_____ Upland habitat or forested land [5 pts.]

_____ Farmland [3 pts.]

_____ Commercial (non-ag) or residential property or land zoned for those uses [0 pts.]

D. Viability

_____ Site is rated from 0 to 5 pts based on these factors:

- restored area dimensions (acreage)
- contains or helps protect robust populations of species?
- can restored habitat be sustained (is there a potential threat)?
- connection or linkage to undisturbed upstream or downstream riparian corridors

2. Proximity to protected areas [Max. 10 pts.] Total_____
- (Protected areas include refuges, preserves, state or federal easements, and other lands that are managed for biodiversity)
- _____ Adjacent to protected area [10 pts.]
- _____ Protected area within 1 mile [5 pts.]
- _____ Protected area outside 1 mile [0 pts.]
3. Expected special status species use after restoration Total_____
- [Max.10 pts.]
- Points will be additive for each species, to a maximum of 10, as indicated below:
- Listed Federal and State T&E Species:(3 points if breeding or resident, 2 points if foraging)
- Special status species or candidates for listing or RHJV focal birds: (2 points breeding or resident, 1 point foraging)

[illegible]

4. Expected flooding frequency [Max. 10 pts.]
Total_____
- (Flooding means temporary inundation by flowing water)
- _____ Frequent (>every 2 or 3 years) [10 pts.]
- _____ Occasional (<every 4 to 20 years) [5 pts.]
- _____ Rare (less than once every 20 years) [0 pt.]
5. Project readiness [Max. 10 pts.] Total_____
- _____ (3 pts) Does proposal describe required permits and environmental documentation (including CEQA) and the process for completion (including who is responsible/Lead Agency?)
- _____ (2 pts) Is there a potential for permits/CEQA to prolong project?
Yes=0 pts, No=2 pts
- _____ (2pts) Has local support been sought (local government and neighboring landowners)?
- _____ (3pts) Does DFG support project?
6. Duration/quality of long-term management plan [Max. 5 pts.] Total_____
- A. Duration
- _____ 25+ years [3 pts.]
- _____ 10 to 24 years [1 pt.]
- _____ under 10 years [0 pts.]
- B. Quality
- _____ Quality and commitment of proposed long-term management plan(up to 2 pts).
7. Matching funds [Max. 10 pts.] Total_____
- ("Funds" can include cash or in-kind contributions)
- Match = less than 10% of grant request [0 pts.]

Match = 10% to 24% of grant request [2 pts.]

Match = 25% to 39% of grant request [4 pts.]

Match = 40% to 59% of grant request [8 pts.]

Match = over 60% of grant request [10 pts.]

8. Use of California Conservation Corps? Total_____

Yes [5 pts]

No [0 pts]

9. Other factors [Max 5 pts.] Total_____

Landowner(s) interest in conservation of riparian habitat?

Public access for hunting or educational uses?

Risk if project is not done now?

Is project part of a watershed or regional conservation planning effort?

10. Monitoring and reporting [Max. 10 pts.] Total_____

Does the proposal clearly describe how the project's objectives will be evaluated and reported? (up to 5 pts.)

Does the proposal include plans for long-term monitoring and reporting(after the construction and planting is completed)? (up to 5 points)

Sample Resolution for Governmental Agencies

Resolution No. _____

RESOLUTION OF
THE _____

(Governing Body, City Council/Board. of Supervisors)

OF _____ APPROVING THE APPLICATION FOR
GRANT FUNDS

(City, County, District)

FROM THE WILDLIFE CONSERVATION BOARD/CALIFORNIA RIPARIAN
HABITAT CONSERVATION PROGRAM FOR THE

_____.

(Title of Project)

WHEREAS, the Legislature has established the California Riparian Habitat Conservation Program within the Wildlife Conservation Board and, through a grant program is providing assistance to further the objectives of the California Riparian Habitat Conservation Program.

WHEREAS, the _____ intends to
(Governing Body)

(Brief Description of Project)

for the conservation, restoration, and/or enhancement of riparian habitat.

NOW, THEREFORE, BE IT RESOLVED THAT THE GOVERNING BODY OF
THE

_____ HEREBY:

(Name of Governing Body)

1. Approve the filing of an application for funding from the Wildlife Conservation Board/California Riparian Habitat Conservation Program; and,
2. Certifies that _____ will comply
(Name of Governing Body)

with all federal, state, and local environmental, public health, and other appropriate laws and regulations applicable to the project and will obtain all appropriate permits applicable to the project; and
3. Agrees to operate and maintain the project and further commits to the terms and conditions specified in the grant agreement; and
4. Appoints _____ as representative
of
(Authorized person)

the _____ to conduct negotiations, execute and submit all documents, including, but not limited to, applications, agreements, amendments, payment requests, and other documents which may be necessary for the completion of the proposed project.

APPROVED AND ADOPTED THE _____ day of _____ 199_.

I hereby certify that the foregoing Resolution No. _____ was adopted by
the _____.
(Name of Governing Body)

Clerk

Date

Sample Resolution for Non-Profit Organizations

RESOLUTION No. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF

(Name of Organization)

FOR
THE

(Title of Project)

WHEREAS the Legislature has established the California Riparian Habitat Conservation Program within the Wildlife Conservation Board and through a grant program for nonprofit organizations is providing assistance to further the objectives of the program, to conserve, restore, and/or enhance riparian habitat.

WHEREAS, the _____ intends
to _____
(Name of Organization)

(Brief Project Description)

for the conservation, restoration, or enhancement of riparian habitat.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS
OF THE

_____ HEREBY:
(Name of Organization)

1. Approves the filing of an application for funding from the Wildlife Conservation Board/California Riparian Habitat Conservation Program;
and
2. Certifies that _____ will comply
(Name of Organization)

- with all federal, state, and local environmental, public health, and other appropriate laws and regulations applicable to the project and will obtain all appropriate permits applicable to the project; and
3. Agrees to operate and maintain the project and further commits to the terms and conditions specified in the grant agreement; and
4. Appoints _____ as representative of
(Authorized Person)
- the _____ to conduct negotiations,
(Name of Organization)
- execute and submit all documents including but not limited to applications, agreements, amendments, payment requests, and other documents which may be necessary for the completion of the proposed project.

APPROVED AND ADOPTED THE _____ day of _____, 200__.

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the _____
(Name of Organization)

Chairman/President